DGS-550-1 REV. 7/86

DEPARTMENT OF GENERAL SERVICES Records Management Division

SCHEDULE NO.1406 - 19

PAGE

RECORDS RETENTION AND DISPOSAL SCHEDULE

NO. 1 of 2

RECORDS RETENTION AND DISPOSAL SCHEDULE NO. 1 of 2							
Department of Public Safety and Correctional Services Division of Correction							
 -	Agency Division						
Item No.	Description	Retention					
	STATE USE INDUSTRIES SALES AREA:						
1.	BID (REQUEST FOR QUOTATION) FILES A. Contents	·					
	 Copies of completed Bids Backup information Signature pages 	Retain for two (2) years at facility, then send to State Records Center and retain for five (5) years, then destroy.					
	B. Continuous Bid Log Books 1. State of Maryland Log 2. Out-of-State Log Contents of both Logs contain control numbers.	•					
2.	SALES REPRESENTATIVE ACTIVITY REPORTS						
	A. Weekly list of contacts B. Products discussed C. Action recommendations	Retain for two (2) years at facility, then send to State Records Center and retain for five (5) years, then destroy.					

Schedule Approved by Department, Agency, or Division Representative

Date

Schedule Authorized by

Signature Title

TAN. 20 1992

Date

State Archivist

DGS-550-1A RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

SCHEDULE NO.1406 - 19 PAGE NO. 2 of 2

Item No.	Description	Retention
3.	OPEN ORDER REPORT	
	Contents: List of items on order with Customer number/name information; purchase order number, customer order number.	Retain for two (2) years at facility then send to State Records Center and retain for five (5) years, then destroy.
4.	CUSTOMER SERVICE FILES	
	A. Numerical files by customer order number which include original purchase orders and order entry data sheets.	Retain for two (2) years at facility then send to State
	B. Pick-up/Exchange Forms: Control forms used for customer/warehouse/other errors, changes, or repairs	Records Center and retain for five (5) years, then destroy.
	C. Batch Control Sheets: Record of Purchase Orders sent to Data Entry	chen descroy.
5.	COMMISSION WORKSHEET (year-to-date)	
	 A. List of customers by number B. Accounting of total dollar volume generated by Customer C. Itemized list of products/services bought by Customer D. Costs of products/services E. Profit realized on sale of products/services F. Total dollar amount generated by Sales Representatives selling to non-State agencies; this section of the report is broken down into Sales Regions 	Retain for two (2) years at facility, then send to State Records Center and retain for five (5) years, then destroy.
6.	SALES STATISTICS (year-to-date)	
	Report by item which details Last Sale Date, Item Description, Quantity Sold Year-to-Date, Sales Amount Year-to-Date, and Average Sales per Month.	Retain for two (2) years at facility, then send to State Records Center and retain for five (5) years, then destroy.

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	DEFARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTO
WITH RECORDS RETENTION SCHEDULE (DGS \$50-1)			PAGE 1 OF 6
1. DEPARTMENT/AGENCY Public Safety and Correctional Services	2. DIVISION Division of Cor	rection	3. UNIT State Use Industries
DEFINITION-RECORD SERIES-A GROUP	OF RELATED RECOR	DE NORMALLY FILED	AND USED AS A UNIT FOR
4. RECORD SERIES TITLE State Use Industries Sales Bid	(Request for Qu		5. EARLIEST YEAR/LATEST YEAR TO
; v. AECORD SERIES DESCRIPIION (THE SERIES.		ATION/DOCUMENTS/FORMS FOUND PROSE OR FUNCTION OF THE SERT
BID (REQUEST FOR QUOTAT) A. Contents 1. Copies of comple 2. Backup informati 3. Signature pages	eted Bids	1. Stat 2. Out- Cont	eus Bid Log Books e of Maryland Log of-State Log ents of both Logs conta
7. RECORD SERIES FORMAT(S) 1 LETTER SIZE 1 MICROFILM 1 LEGAL SIZE 1 COMPUTER TAPE 1 BOUND BOOK 1 FLOPPY DISK	8. RECORD SERIES ALPHABETICAL CHRONOLOG	CAL	9. VOLUME FILE DRAWER(S) MICROFILM REEL(S COMPUTER TAPE(S) OTHER(SPECIFY)
OTHER(SPECIFY)	GEOGRAPHIC GTHER(SPEC		10. ANNUAL ACCUMULATION OF FILE DRAWER(S) OMICROFILM REEL(S) RURBER OCOMPUTER TAPE(S)
11. FILE IS USED	D MONTHLY		U OTHER(SPECIFY) IS INACTIVE AFTER MONTH(S) U YEAR(S)
13. CURRENT LOCATION(S) (BLDG., FI	.com, Room)	14. IS RECORD 8	ERIES DUPLICATED ELSEWHERE? ECIPY AGENCY OR OFFICE)
15. ACCESS RESTRICTIONS TO YEL		16. AUDIT REQUI	REDENTS
17. IS AN INDEX SYSTEM USED? (IP BRIEFLY AND DESCRIBE ANY HU TYES D NO		18. RECOMMENDE	Retain for tw (2) years at facility, the send to State Records Cente and retain for five (5) year then destroy.
Myles Carpeneto, Director of Procurement Services	(301) 764-4113	NUMBER	5/1/91
DGS SEALA (DEVICED 9/47)			

ENSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275			CORDS INVENTORY
(DGS 380-1) 1. DEPARTMENT/AGENCY Public Safety and Correctional Services	JESSUP, MAR 2. DIVISION Division of Con	rrection	3. UNIT State Use	Industries
DEFINITION-RECORD SERIES.A GROUP	OF RELATED REGOR	de normally filed Ention and dispos	AND USED AS	A UNIT FOR
4. RECORD SERIES TITLE State Use Industries Sales Rep	resentative Acti	vity Reports	S. EARLIEST	YEAR/LATEST YEAR TO
	HEFLY DESCRIBE THE THE SERIES.			TS/FORMS FOUND Tion of the series;
SALES REPRE	ESENTATIVE ACT	IVITY REPORTS	٠	,
B. Pro	ekly list of coducts discussion recommend	ed		
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7. RECORD SERIES FORMAT(S) 1 LETTER SIZE 1 MICROFILM 1 LEGAL SIZE 1 COMPUTER TAPE 1 BOUND BOOK 1 FLOPPY DISK	RECORD SERIES ALPHABETIC HUMERICAL CHRONOLOG	CAL		FILE DRAWER(S) MICROFILM REEL(S) COMPUTER TAPE(S) OTHER(SPECIFY)
O AUDIO TAPE O VIDEO TAPE	GEOGRAPHICAL OTHER(SPECIFY)		10. ANNUAL ACCUMULATION O FILE DRAWER(S) O MICROFILM REEL(S) RUMBER O COMPUTER TAPE(S)	
11. FILE IS USED DAILY WEDGLY	O MONTHLY	12. FILE BECOME	S INACTIVE AF	TER VEAR(S)
13. CURRENT LOCATION(S) (BLDG., FI	LOOR, ROOM)	14. IS RECORD S tip yes, sp " yes " NO	ECIFY AGENCY	
15. ACCESS RESTRICTIONS TO YES	_	16. AUDIT REQUI		L O INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IP BRIEFLY AND DESCRIBE ANY MA		18. RECOMMENDE	D RETENTION	Retain for two (2) years at facility, then send to State Records Center and retain for five (5) years then destroy.
Myles Carpeneto, Director of Procurement Services	(301) 764-4113	NUMBER	21. DATE 5/1/9	ĵ)
DGS 550-4 (REVISED 2/87)		·		

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FOREARD	FORM FOR EACH NEW OR RECORD SERIES. FORWARD ORDS RETENTION SCHEDULE RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD P.O. BOX 278		AGENCY RECORDS INVENTORY PAGE 3 of 6	
WITH RECORDS RETENTION SCHEDULE (DGS \$80-1)				
1. DEPARTMENT/AGENCY Public Safety and Correctional Services	2. DIVISION Division of Cor	rection	3. UNIT State Use Industries	
	OF RELATED RECORD	DE NORMALLY FILED	D AND USED AS A UNIT FOR	
REFERENCE	CE AS WELL AS RETI	ENTION AND DISPOS		
4. RECORD SERIES TITLE State Use Industries Open Orde	er Report		5. EARLIEST YEAR/LATEST YEAR TO	
OPEN ORDER Conter with 0	R REPORT nts: List of Customer numbers order numbers	items on order	ation;	
7. RECORD SERIES FORMAT(S) LETTER SIZE O MICROFILM LEGAL SIZE O COMPUTER TAPE BOUND BOOK O FLOPPY DISK	8. RECORD SERIES ALPHARETIC NUMERICAL CHRONOLOG	CAL	FILE DRAWER(S) MICROFILM REEL(S) COMPUTER TAPE(S) OTHER(SPECIFY)	
O AUDIO TAPE O VIDEO TAPE	GEOGRAPHIC	-	10. ANNUAL ACCUMULATION O FILE DRAWER(S) O MICROFILM REEL(S) RUMBER O COMPUTER TAPE(S)	
11. FILE IS USED DAILY WEEKLY	□ MONTHLY	Tr.	ES INACTIVE AFTER MONTH(S) PYEAR(S)	
13. CURRENT LOCATION(S) (BLDG.,FL	LOOK, ROOM)	14. IS RECORD S	SERIES DUPLICATED ELSEVHERE? PEGIFY AGENCY OR OFFICE)	
15. ACCESS RESTRICTIONS TYPES (IF YES, CITE LAW(S) & REGULAT		16. AUDIT REQUI	REDENTS	
17. IS AN INDEX SYSTEM USED? (IP BRIEFLY AND DESCRIBE ANY HA		18. RECOMMENDE	Retain for two (2) years at facility then send to State Records Center and retain for five (5) years, then destroy.	
Myles Carpeneto, Director of Procurement Services	(301) 764-4113		21. DATE 5/1/9/	
DGS 550-4 (REVISED 2/87)				

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	DEPARTMENT OF G RECORDS MANAGE	MENT DIVISION	AGENCY RECORDS INVENTORY		
REVISED RECORD SERIES, FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 350+1)	7275 WATERLOO ROAD P.G. BOX 275 JESSUP, MARYLAND 20794		PAGE 4 OF 6		
1. DEPARTMENT/AGENCY Public Safety and Correctional Services	2. DIVISION Division of Cor	crection	3. UNIT State Use Industries		
DEFINITION - RECORD SERIES - A GROUP	OF RELATED RECOR	DS NORMALLY FILES	AND USED AS A UNIT FOR		
4. RECORD SERIES TITLE	CE AS TELL AS RET	ENTION AND DISPOS	5. EARLIEST YEAR/LATEST YEAR		
State Use Industries Customer 6. RECORD SERIES DESCRIPTION (BR		TYPES OF INFORM	TO		
A. Numeri number orders B. Pick-u	cal files by on which include and order end op/Exchange For customer/way, changes, or	customer order original pur try data sheet rms: Control arehouse/other	rpose or function of the series, chase s. forms		
C. Batch	Control Sheet ase Orders sen	s: Record of	У		
7. RECORD SERIES FORMAT(S)	S. RECORD SERIES	s sequence	9. VOLUME		
LETTER SIZE D MICROFILM D ALPHABETIC		CAL	☐ FILE DRAWER(S) ☐ MICROFILE REEL(S)		
LEGAL SIZE CONFUTER TAPE	D NEMERICAL	•	COMPUTER TAPE(S)		
BOUND BOOK D FLOPPY DISK	CHRONOLOG		OTHER(SPECIFY)		
OTHER (SPECIFY)	GEOGRAPH1	<u>-</u>	10. ANNUAL ACCUMULATION		
	OTHER(SPE		D FILE DRAWER(S) D MICROFILM REEL(S) RUSSER D COMPUTER TAPE(S) D OTHER(SPECIFY)		
11. FILE IS USED	<u> </u>	12. FILE BECOME	S INACTIVE AFTER		
DAILY D WEEKLY	- MONTHLY	1	MONTH(S) TYEAR(S)		
13. CURRENT LOCATION(S) (BLDG.,FL	.com, Room)	14. IS RECORD S	ERIES DUPLICATED ELSEWHERE? EGIFY AGENCY OR OFFICE)		
15. ACCESS RESTRICTIONS Q YES		16. AUDIT REQUI	REMENTS		
(IF YES, CITE LAW(S) & REGULAT	rick(s)	O NONE FST	ATE DEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF BRIEFLY AND DESCRIBE ANY HA		18. RECOMMENDE	Retain for two (2) years at facility then send to State Records Center and retain for five (5) years, then destroy.		
Myles Carpeneto, Director of Procurement Services	(301) 764-4113	NUMBER	21. DATE 5/1/91		

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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	DEPARTMENT OF GI RECORDS MANAGED 7278 WATER	MENT DIVISION	AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE (DGS \$50-1)	P.O. BOX 278 JESSUP, MARYLAND 20794		PAGE 5 OF 6	
1. DEPARTMENT/AGENCY Public Safety and Correctional Services	2. DIVISION Division of Cor	rection	3. UNIT State Use Industries	
Correctional Services			AND USED AS A UNIT FOR	
	CE AS WELL AS RET			
4. RECORD SERIES TITLE State Use Industries Commissio	•		5. EARLIEST YEAR/LATEST YEARTO	
	THE SERIES.		MATION/DOCUMENTS/FORMS FOUND JRPOSE OR FUNCTION OF THE SEPTE	
	customers by			
	ting of total (
C. Itemize	ed list of pro		s	
bought	by Customer			
D. Costs	of products/se		. •	
	realized on s	ale of		
product	ts/services			
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	3 SEQUENCE	9. VOLUME	
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_	C ALPHABETIC		D MICROFILM REEL(S)	
LEGAL SIZE COMPUTER TAPE	- NUMERICAL		COMPUTER TAPE(S)	
D BOUND BOOK D FLOPPY DISK	CHRONOLOG	ICAL	NUMBER O OTHER (SPECIFY)	
O AUDIO TAPE O VIDEO TAPE	□ GEOGRAPHIC	:AL		
OTHER(SPECIFY)	O OTHER SPEC		10. ANNUAL ACCUMULATION	
	- virenjare(• ;	☐ FILE DRAWER(S) ☐ MICROFILM REEL(S)	
			RUMBER COMPUTER TAPE(S)	
			OTHER(SPECIFY)	
11. FILE IS USED	,	ľ	ES INACTIVE AFTER	
D DAILY D WEIKLY	MONTHLY	RUMBER	MONTH(S) TYEAR(S)	
13. CURRENT LOCATION(S) (BLDG.,FL	.com. Rock 1		ERIES DUPLICATED ELSEVIERE?	
		i	PEGIFY AGENCY OR OFFICE)	
18. ACCESS RESTRICTIONS OF YES		16. AUDIT REQUI	REMENTS	
(IF YES, CITE LAW(S) & REGULAT	rion(s)	O NONE ST	TATE O FEDERAL O INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF	_	18. RECOMMENDE	(2) years at	
O YES O NO	i		facility, the send to State	
	•]	Records Cente	
•	1		and retain fo	
		1	five (5) year then destroy.	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE	UMBER	21. DATE	
Myles Carpeneto, Director of			5/1/9)	
Procurement Services	(301) 764-4113			
DGS 550-A (REVISED 2/87)	<u> </u>			

SEPARATE FORM FOR EACH NEW OR	DEPARTMENT OF GI RECORDS MANAGED	MENT DIVISION	AGENCY RECORDS INVENTORY	
REVISED RECORD SERIES, FORWARD WITH RECORDS RETENTION SCHEDULE (DG6 350-1)	7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		PAGE b of b	
1. DEPARTMENT/AGENCY Public Safety and	2. DIVISION	-	3. UNIT	
Correctional Services	Division of Cor		State Use Industries	
	OF RELATED REGORE		AND USED AS A UNIT FOR	
4. RECORD SERIES TITLE State Use Industries Sales Sta	•		5. EARLIEST YEAR/LATEST YEAR TO	
Last Sale Quantity S	item which de Date, Item De Sold Year-to-D ar-to-Date, an	tails scription, ate, Sales	es	
7. RECORD SERIES FORMAT(S)	6. RECORD SERIES		9. VOLUME :: FILE DRAFER(S) MICROFILE REEL(S)	
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OTHER(SPECIFY)			10. ANNUAL ACCUMULATION FILE DRAWER(S) MICROFILM REEL(S) NUMBER COMPUTER TAPE(S)	
11. FILE IS USED DAILY DEEKLY	MONTHLY	i e	ES INACTIVE AFTER MONTH(S)	
13. CURRENT LOCATION(S) (BLDG.,FI	LOOR, ROOM)	14. IS RECORD S	SERIES DUPLICATED ELSEWHERE? PECIFY AGENCY OR OFFICE)	
15. ACCESS RESTRICTIONS O YES		16. AUDIT REQUI	REDENTS	
17. IS AN INDEX SYSTEM USED? (IP BRIEFLY AND DESCRIBE ANY MU		18. RECOMMENDE	Retain for two (2) years at facility, then send to State Records Center and retain for five (5) years then destroy.	
Myles Carpeneto, Director of Procurement Services	(301) 764-4113	NUMBER	21. DATE 5/19)	